



**DenCO Property Management and Sales, LLC**  
**2443 S University Blvd, Ste 213**  
**Denver, CO 80210**  
**www.dencopm.com**  
**303-722-9688**

**TENANTS NOTICE TO VACATE**

Date \_\_\_\_\_

Current Tenants \_\_\_\_\_

Please take notice of our intention to vacate our residence located at \_\_\_\_\_

Vacate Date: \_\_\_\_\_

We understand that our security deposit will be refunded within 60 days of the end of our lease. Unpaid charges including but not limited to utilities, repairs, damages, and cleaning may be deducted from our security deposit as necessary. DenCO does not conduct end of lease walk throughs with tenants.

We agree to make every effort to leave the rental property in the condition in which it was received, and we will refer to the cleaning list on the following pages.

We understand that our rental agreement states that we have agreed to a 60-day notice to vacate.

**If you have chosen to surrender the property prior to the termination of your lease:**

We understand that we are responsible for paying rent through the end of the term agreed to in the rental agreement or until another tenant is approved by the management and has taken occupancy, whichever occurs first. We understand that if another tenant takes possession of the property during a month where rent has already been paid then we will receive a prorated rent return. We understand that the leasing fee paid to DenCO is for time and effort to rent the property to fill the vacancy that our default has caused and does not cover any rent or damage costs. We understand that the unit will be marketed at market rate regardless of the current rent as described in the lease. If the property is rented at a lower rental rate then we are responsible for the monthly difference until the end of our lease. We understand that the property manager will give us at least two hours notice to show the property via email. As we have agreed to in our rental agreement, we will make the premises accessible and in good showing condition to show to prospective tenants or purchasers at any and all reasonable times, whether we are present or not.

We agree to end all automatic payments set up to pay rent (Zego) and utilities (for example Denver Water) to coincide with the end of our lease. Note: you should end your Xcel Energy service to coincide with the end of your lease. Your Xcel account can travel with you to your next rental property.

Please return our deposit to the following address(es) \_\_\_\_\_

Instructions for deposit return should there be more than onetenant \_\_\_\_\_

Instructions for prorated rent return should there be more than onetenant: \_\_\_\_\_

Signed:

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Tenant

## Next Steps - PLEASE READ

Thank you for giving DenCO advance notice that you are moving. Your lease agreement requires that you leave your unit in a clean and undamaged condition. Our intention is to return your security deposit as long as you have fulfilled your agreement with us.

### Specifically, you should:

- Cooperate with the showing of the residence for sale or rental, keeping it in presentable condition
- Begin to put out all unwanted items for trash or special pick up (Avoid piles of debris in the front of the residence or in alley on moving day)
- Remove all food, debris, and personal belongings. You may leave cleaning products.
- Clean (and defrost) refrigerator
- Clean stovetop, oven and any other appliances.
- Replace any burned out light bulbs with the proper type of bulb for example an incandescent bulb does not belong in a can light fixture instead of a BR30 bulb.
- Clean all floors
- Carpet cleaning ***must be done*** by the professional carpet cleaner, Steam King Inc., at 303-400-1207. Steam King will give a discount to DenCO tenants. Leave the Steam King carpet cleaning receipt on the kitchen countertop along with the keys.
- Clean ceiling fans, baseboards, windows and windowsills, and walls
- Report any damage in writing
- Replace furnace filter
- Ensure the yard and grounds are maintained through the end of your lease
- Remove all nails and screws from the walls, fill in large screw holes with painters caulk.
- If touch up painting is required, please make sure you have the correct paint and sheen
- Upon leaving, please be sure to fully secure the rental by locking all windows and doors.
- Leave all keys and garage door openers in a kitchen drawer.

### **DenCO does not do an exit walk through with tenants.**

After you have vacated the rental, it will be inspected for compliance with your lease agreement and the expense of cleaning or repairing damage, if any, will be charged against your security deposit. You will be notified of any charges in writing.

### **If you have auto pay set up through Zego please turn it off.**

## Security Deposit Return

Per your lease agreement, DenCO Property Management and Sales has up to 60 days to return your security deposit. Following your move, a property manager will inspect the property and order any cleaning and repairs as necessary. Once all receipts and final utility bills are received, your security deposit return will be prepared and returned to you as you requested on the "Tenants Notice to Vacate".

Please note that DenCO does not participate in walk throughs with tenants prior to move out. It is the tenants responsibility to leave the property in excellent condition.

## RECOMMENDED CLEANING LIST

This list is a guideline, all properties are different. Please clean the property thoroughly to avoid cleaning charges incurred by hiring a cleaning service.

### **KITCHEN**

- 1.) Clean Oven, oven walls and grills, top grills, boiler pan, storage space.
- 2.) Clean hood and filter over fan. Pull stove out, clean all around.
- 3.) Wipe kitchen cabinets and pantry, clean inside, outside and top.
- 4.) Clean drawers the same as the cabinets.
- 5.) Clean refrigerator including under crisper, walls, containers and defrost, removing all water. **DO NOT TURN REFRIDGERATOR OFF.**  
Clean behind top and underneath. Vacuum the vent underneath and behind. Pull refrigerator out and clean walls and floor.
- 6.) Clean countertops and sink removing all stains.
- 7.) Clean walls with mild detergent and water.
- 8.) Clean windows inside and out.
- 9.) Kitchen floor should be stripped of wax and baseboards cleaned.
- 10.) Clean light fixtures.
- 11.) Remove all cleaning solution residue.

### **BATHROOMS**

- 1.) Clean all light fixtures, clean fan, clean faucets, remove stains and mineral buildup.
- 2.) Clean medicine cabinet and mirrors (should be free of streaks)
- 3.) Floor should be stripped of wax and cleaned.
- 4.) Thoroughly clean toilets, sinks, cabinets and tub and or shower. Remove any residue.
- 5.) Remove all stains and soap scum from all tile and grout.
- 6.) Clean walls with mild detergent and water.
- 7.) Clean all tile with cleaning solution.
- 8.) All soap dishes, handles, racks, spouts, and wallpaper should be clean and stain free.
- 9.) Clean all cabinets.

### **LIVING ROOM, DINING ROOM, FAMILY ROOM AND BEDROOMS**

- 1.) Windows and sills should be cleaned inside and outside.
- 2.) Wipe off air conditioning, heating units and vents.
- 3.) Clean walls with mild detergent and remove all nails, tacks and adhesive tags.
- 4.) Clean baseboards.
- 5.) Clean floors and vacuum.
- 6.) Wash off shelves in closets and remove all hangers.
- 7.) Clean light fixtures.
- 8.) Clean ceiling fans.
- 9.) Clean around all light switches and doorframes.
- 10.) If tile mop and remove wax.
- 11.) Clean carpets – **TO BE PROFESSIONALLY CLEANED BY STEAM KING CO., ONLY. CONTACT BRIAN 303-400-1207. Leave receipt on counter.**

### **MISCELLANEOUS**

- 1.) Sweep out storage area and or garage. Have all trash picked up, including large items.
- 2.) Clean all window treatments.
- 3.) Mow lawn, cut weeds, clean out window wells and remove all debris.
- 4.) Remove oil stains from driveway and or garage floor.
- 5.) Turn in all keys and garage door openers.
- 6.) Be sure all appliance instructions and broiler pans are left at the property.

## **Clean Up and Large Item Removal Reminder**

Now that you are in the process of packing your belongings, please use this time prior to vacating to discard all the personal belongings that you will not be taking with you. Large items will require special arrangements for their removal.

In Denver, please visit this website to view a calendar of large item removal dates, restrictions and procedures:

<https://www.denvergov.org/content/denvergov/en/trash-and-recycling/trash-collection/ETC.html>

- If your large item collection date is not on or before the end of your lease, then you must make other arrangements.
- If you are outside of Denver or have other waste removal services, please contact them about large item pickup.

Keep in mind that these arrangements must be made early in order to avoid leaving items on the premises as you will be charged for their removal. It is our intention to leave a clean premises inside and out for the new tenant.

We know how difficult it is to move, so please accept our best wishes and thanks for all your cooperation.